

REQUEST FOR PROPOSAL (RFP)

Bid Event Number:	EVT0002015
Requisition ID:	0000010467
Document Number:	RFX0000363
Replaces Contract:	11941
Date Mailed:	January 18, 2013
Closing Date:	February 22, 2013, 2:00 PM
Procurement Officer:	Tami Sherley Telephone: 785-296-3122 E-Mail Address: tami.sherley@da.ks.gov Web Address: http://da.ks.gov/purch
Item:	Services, Quality Assurance Review
Agency:	26400 – Kansas Department of Health and Environment
Period of Contract:	March 1, 2013 through February 28, 2014 (with the option renew for four (4) additional one (1) year periods)
Guarantee:	No Monetary Guarantee Required
Scope:	This Contract shall cover the procurement of Services, Quality Assurance Review for the Kansas Department of Health and Environment during the contract period referenced above.

Event Number EVT0002015 was recently posted Procurement and Contracts Internet website.
The document can be downloaded by going to the following website:

<http://www.da.ks.gov/purch/Rfq/>

It shall be the bidder's responsibility to monitor this website on a regular basis for any changes/amendments.

SIGNATURE SHEET**Item:** Services, Quality Assurance Review**Agency:** Kansas Department of Health and Environment**Closing Date:** February 22, 2012

By submission of a bid and the signatures affixed thereto, the bidder certifies all products and services proposed in the bid meet or exceed all requirements of this specification as set forth in the request and that all exceptions are clearly identified.

Legal Name of Person, Firm or Corporation_____

Mailing Address_____ City & State_____ Zip _____

Toll Free Telephone_____ Local_____ Cell: _____ Fax_____

Tax Number_____

CAUTION: If your tax number is the same as your Social Security Number (SSN), you must leave this line blank. **DO NOT** enter your SSN on this signature sheet. If your SSN is required to process a contract award, including any tax clearance requirements, you will be contacted by an authorized representative of the Division of Purchases at a later date.

E-Mail _____

Signature_____ Date_____

Typed Name _____ Title_____

In the event the **contact for the bidding process** is different from above, indicate contact information below.

Bidding Process Contact Name_____

Mailing Address_____ City & State_____ Zip _____

Toll Free Telephone_____ Local_____ Cell: _____ Fax_____

E-Mail_____

If **awarded a contract and purchase orders** are to be directed to an address other than above, indicate mailing address and telephone number below.

Award Contact Name_____

Mailing Address_____ City & State_____ Zip _____

Toll Free Telephone_____ Local_____ Cell: _____ Fax_____

E-Mail_____

1. INSTRUCTIONS

1.1. Bid Event ID / Reference Number:

The Bid Event ID / RFP number, indicated in the header of this page, as well as on the first page of this proposal, has been assigned to this RFP and MUST be shown on all correspondence or other documents associated with this RFP and MUST be referred to in all verbal communications. All inquiries, written or verbal, shall be directed only to the procurement officer reflected on Page 1 of this proposal. There shall be no communication with any other State employee regarding this RFP except with designated state participants in attendance ONLY DURING:

- Negotiations
- Contract Signing
- as otherwise specified in this RFP.

Violations of this provision by bidder or state agency personnel may result in the rejection of the proposal.

1.2. Negotiated Procurement:

This is a negotiated procurement pursuant to K.S.A. 75-37,102. Final evaluation and award will be made by the Procurement Negotiation Committee (PNC) consisting of the following entities (or their designees):

- Secretary of Department of Administration;
- Director of Purchases, Department of Administration; and
- Head of Using Agency

1.3. Appearance Before Committee:

Any, all or no bidders may be required to appear before the PNC to explain the bidder's understanding and approach to the project and/or respond to questions from the PNC concerning the proposal; or, the PNC may award without conducting negotiations, based on the initial proposal. The PNC reserves the right to request information from bidders as needed. If information is requested, the PNC is not required to request the information of all bidders.

Bidders selected to participate in negotiations may be given an opportunity to submit a revised technical and/or cost proposal/offer to the PNC, subject to a specified cut off time for submittal of revisions. Meetings before the PNC are not subject to the Open Meetings Act. Bidders are prohibited from electronically recording these meetings. All information received prior to the cut off time will be considered part of the bidder's revised offer.

No additional revisions shall be made after the specified cut off time unless requested by the PNC.

1.4. Cost of Preparing Proposal:

The cost of developing and submitting the proposal is entirely the responsibility of the bidder. This includes costs to determine the nature of the engagement, preparation of the proposal, submitting the proposal, negotiating for the contract and other costs associated with this RFP.

1.5. Preparation of Proposal:

Prices are to be entered in spaces provided on the cost proposal form if provided herein. Computations and totals shall be indicated where required. In case of error in computations or totals, the unit price shall govern. The PNC has the right to rely on any prices provided by bidders. The bidder shall be responsible for any mathematical errors. The PNC reserves the right to reject proposals which contain errors.

All copies of cost proposals shall be submitted in a separate sealed envelope or container separate from the technical proposal. The outside shall be identified clearly as "Cost Proposal" or "Technical Proposal" with the Bid Event ID / RFP number and closing date.

A proposal shall not be considered for award if the price in the proposal was not arrived at independently and without collusion, consultation, communication or agreement as to any matter related to price with any other bidder, competitor or public officer/employee.

Technical proposals shall contain a concise description of bidder's capabilities to satisfy the requirements of this RFP with emphasis on completeness and clarity of content. Repetition of terms and conditions of the RFP without additional clarification shall not be considered responsive.

1.6. Signature of Proposals:

Each proposal shall give the complete legal name and mailing address of the bidder and be signed by an authorized representative by original signature with his or her name and legal title typed below the signature line. If the contract's contact will be a different entity, indicate that individual's contact information for communication purposes. Each proposal shall include the bidder's tax number.

1.7. Acknowledgment of Amendments:

All bidders shall acknowledge receipt of any amendments to this RFP by returning a signed hard copy with the bid. Failure to acknowledge receipt of any amendments may render the proposal to be non-responsive. Changes to this RFP shall be issued only by Procurement and Contracts in writing.

1.8. Modification of Proposals:

A bidder may modify a proposal by letter or by FAX transmission at any time prior to the closing date and time for receipt of proposals.

1.9. Withdrawal of Proposals:

A proposal may be withdrawn on written request from the bidder to the Procurement Officer at Procurement and Contracts prior to the closing date.

1.10. Competition:

The purpose of this RFP is to seek competition. The bidder shall advise Procurement and Contracts if any specification, language or other requirement inadvertently restricts or limits bidding to a single source. Notification shall be in writing and must be received by Procurement and Contracts no later than five (5) business days prior to the bid closing date. The Director of Purchases reserves the right to waive minor deviations in the specifications which do not hinder the intent of this RFP.

1.11. Evaluation of Proposals:

Award shall be made in the best interest of the State as determined by the PNC or their designees. Although no weighted value is assigned, consideration may focus toward but is not limited to:

- Cost. Bidders are not to inflate prices in the initial proposal as cost is a factor in determining who may receive an award or be invited to formal negotiations. The State reserves the right to award to the lowest responsive bid without conducting formal negotiations, if authorized by the PNC.
- Adequacy and completeness of proposal
- Bidder's understanding of the project
- Compliance with the terms and conditions of the RFP
- Experience in providing like services
- Qualified staff
- Methodology to accomplish tasks
- Response format as required by this RFP

1.12. Acceptance or Rejection:

The Committee reserves the right to accept or reject any or all proposals or part of a proposal; to waive any informalities or technicalities; clarify any ambiguities in proposals; modify any criteria in this RFP; and unless otherwise specified, to accept any item in a proposal.

1.13. Proposal Disclosures:

At the time of closing, only the names of those who submitted proposals shall be made public information. No price information will be released. Interested bidders or their representatives may be present at the announcement at the following location:

Kansas Department of Administration

Procurement and Contracts

800 SW Jackson Street, Suite 600

Topeka, KS 66612 1216

Bid results will not be given to individuals over the telephone or email. Results may be obtained after contract finalization by obtaining a bid tabulation from Procurement and Contracts by sending (do not include with bid):

- A check for \$3.00, payable to the State of Kansas
- A self-addressed, stamped envelope
- Bid Event ID Number

Send to:

Kansas Department of Administration

Procurement and Contracts

Attention: Bid Results/Copies

800 SW Jackson, Suite 600

Topeka, KS 66612 1216

Copies of individual proposals may be obtained under the Kansas Open Records Act by sending an email to janet.miller@da.ks.gov or calling 785-296-0002 to request an estimate of the cost to reproduce the documents and remitting that amount with a written request to the above address or a vendor may make an appointment by calling the above number to view the proposal file. Upon receipt of the funds, the documents will be mailed. Information in proposal files shall not be released until a contract has been executed or all proposals have been rejected.

1.14. Disclosure of Proposal Content and Proprietary Information:

All proposals become the property of the State of Kansas. The Open Records Act (K.S.A. 45-215 et seq) of the State of Kansas requires public information be placed in the public domain at the conclusion of the selection process, and be available for examination by all interested parties. (<http://da.ks.gov/purch/KSOpenRecAct.doc>) No proposals shall be disclosed until after a contract award has been issued. The State reserves the right to destroy all proposals if the RFP is withdrawn, a contract award is withdrawn, or in accordance with Kansas law. Late Technical and/or Cost proposals will be retained unopened in the file and not receive consideration or may be returned to the bidder.

Trade secrets or proprietary information legally recognized as such and protected by law may be requested to be withheld if clearly labeled "Proprietary" on each individual page and provided as separate from the main proposal. Pricing information is not considered proprietary and the bidder's entire proposal response package will not be considered proprietary.

All information requested to be handled as "Proprietary" shall be submitted separately from the main proposal and clearly labeled, in a separate envelope or clipped apart from all other documentation. The bidder shall provide detailed written documentation justifying why this material should be considered "Proprietary". Procurement and Contracts reserves the right to accept, amend or deny such requests for maintaining information as proprietary in accordance with Kansas law.

The State of Kansas does not guarantee protection of any information which is not submitted as required.

1.15. Exceptions:

By submission of a response, the bidder acknowledges and accepts all terms and conditions of the RFP unless clearly avowed and wholly documented in a separate section of the Technical Proposal to be entitled: "Exceptions".

1.16. Notice of Award:

An award is made on execution of the written contract by all parties.

2. PROPOSAL RESPONSE

2.1. Submission of Proposals:

Bidder's proposal shall consist of:

- One (1) original and three (3) copies of the Technical Proposal, including the signed Event Details document, applicable literature and other supporting documents;
- One (1) original and three (3) copies of the cost proposal including the signed Event Details document,
- Two (2) electronic / software version(s) of the technical and cost proposals are required. This shall be provided on CD or flash drive, in Microsoft® Word or Excel. Technical and cost responses shall be submitted on separate media.

All copies of cost proposals shall be submitted in a separate sealed envelope or container separate from the technical proposal. The outside shall be identified clearly as "Cost Proposal" or "Technical Proposal" with the Bid Event ID number and closing date.

Bidder's proposal, sealed securely in an envelope or other container, shall be received no later than 2:00 p.m., Central Time, on the closing date, addressed as follows:

Kansas Department of Administration

Procurement and Contracts

Bid Event ID: EVT0002015

Closing Date: February 22, 2013

800 SW Jackson Street, Suite 600

Topeka, KS 66612 1216

It is the bidder's responsibility to ensure bids are received by the closing date and time. Delays in mail delivery or any other means of transmittal, including couriers or agents of the issuing entity shall not excuse late bid submissions.

Faxed, e-mailed or telephoned proposals are not acceptable unless otherwise specified.

Proposals received prior to the closing date shall be kept secured and sealed until closing. The State shall not be responsible for the premature opening of a proposal or for the rejection of a proposal that was not received prior to the closing date because it was not properly identified on the outside of the envelope or container. Late Technical and/or Cost proposals will be retained unopened in the file and not receive consideration or may be returned to the bidder.

2.2. Proposal Format:

Bidders are instructed to prepare their Technical Proposal following the same sequence as this RFP.

2.3. Transmittal Letter:

All bidders shall respond to the following statements:

- (a) the bidder is the prime contractor and identifying all subcontractors;
- (b) the bidder is a corporation or other legal entity;

- (c) no attempt has been made or will be made to induce any other person or firm to submit or not to submit a proposal;
- (d) the bidder does not discriminate in employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin or disability;
- (e) no cost or pricing information has been included in the transmittal letter or the Technical Proposal;
- (f) the bidder presently has no interest, direct or indirect, which would conflict with the performance of services under this contract and shall not employ, in the performance of this contract, any person having a conflict;
- (g) the person signing the proposal is authorized to make decisions as to pricing quoted and has not participated, and will not participate, in any action contrary to the above statements;
- (h) whether there is a reasonable probability that the bidder is or will be associated with any parent, affiliate or subsidiary organization, either formally or informally, in supplying any service or furnishing any supplies or equipment to the bidder which would relate to the performance of this contract. If the statement is in the affirmative, the bidder is required to submit with the proposal, written certification and authorization from the parent, affiliate or subsidiary organization granting the State and/or the federal government the right to examine any directly pertinent books, documents, papers and records involving such transactions related to the contract. Further, if at any time after a proposal is submitted, such an association arises, the bidder will obtain a similar certification and authorization and failure to do so will constitute grounds for termination for cause of the contract at the option of the State;
- (i) bidder agrees that any lost or reduced federal matching money resulting from unacceptable performance in a contractor task or responsibility defined in the RFP, contract or modification shall be accompanied by reductions in state payments to Contractor; and
- (j) the bidder has not been retained, nor has it retained a person to solicit or secure a state contract on an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the bidder for the purpose of securing business. For breach of this provision, the Committee shall have the right to reject the proposal, terminate the contract for cause and/or deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee or other benefit.

2.4. Bidder Information:

The bidder must include a narrative of the bidder's corporation and each subcontractor if any. The narrative shall include the following:

- (a) date established;
- (b) ownership (public, partnership, subsidiary, etc.);
- (c) number of personnel, full and part time, assigned to this project by function and job title;
- (d) resources assigned to this project and the extent they are dedicated to other matters;
- (e) organizational chart;
- (f) financial statement may be required.

2.5. Qualifications:

A description of the bidder's qualifications and experience providing the requested or similar service, including resumes of personnel assigned to the project stating their education and work experience, shall be submitted with the Technical Proposal. The bidder must be an established firm recognized for its

capacity to perform. The bidder must have sufficient personnel to meet the deadlines specified in the RFP.

2.6. References:

Provide three (3) references who have purchased similar items or services from the bidder in the last three (3) year(s). References shall show firm name, contact person, address, e-mail address and phone number. Bidder's employees and the buying agency shall not be shown as references.

3. TERMS AND CONDITIONS

3.1. Contract Documents:

This RFP, any amendments, the response and any response amendments of the Contractor, and the State of Kansas DA-146a (Contractual Provision Attachment) shall be incorporated into the written contract, which shall compose the complete understanding of the parties.

In the event of a conflict in terms of language among the documents, the following order of precedence shall govern:

- Form DA 146a;
- written modifications to the executed contract;
- written contract signed by the parties;
- the RFP, including any and all amendments;
- and Contractor's written proposal submitted in response to the RFP as finalized.

3.2. Contract:

The successful bidder will be required to enter into a written contract with the State. The contractor agrees to accept the provisions of Form DA 146a (Contractual Provisions Attachment), which is incorporated into all contracts with the State and is incorporated into this RFP.

3.3. Contract Formation:

No contract shall be considered to have been entered into by the State until all statutorily required signatures and certifications have been rendered and a written contract has been signed by the successful bidder.

3.4. Notices:

All notices, demands, requests, approvals, reports, instructions, consents or other communications (collectively "notices") that may be required or desired to be given by either party to the other shall be IN WRITING and addressed as follows:

Kansas Department of Administration

Procurement and Contracts

800 SW Jackson St, Suite 600

Topeka, Kansas 66612-1216

RE: Bid Event ID Number _____

or to any other persons or addresses as may be designated by notice from one party to the other.

3.5. Termination for Cause:

The Director of Purchases may terminate this contract, or any part of this contract, for cause under any one of the following circumstances:

- the Contractor fails to make delivery of goods or services as specified in this contract;
- the Contractor provides substandard quality or workmanship;
- the Contractor fails to perform any of the provisions of this contract, or

- the Contractor fails to make progress as to endanger performance of this contract in accordance with its terms.

The Director of Purchases shall provide Contractor with written notice of the conditions endangering performance. If the Contractor fails to remedy the conditions within ten (10) days from the receipt of the notice (or such longer period as State may authorize in writing), the Director of Purchases shall issue the Contractor an order to stop work immediately. Receipt of the notice shall be presumed to have occurred within three (3) days of the date of the notice.

3.6. Termination for Convenience:

The Director of Purchases may terminate performance of work under this contract in whole or in part whenever, for any reason, the Director of Purchases shall determine that the termination is in the best interest of the State of Kansas. In the event that the Director of Purchases elects to terminate this contract pursuant to this provision, it shall provide the Contractor written notice at least 30 days prior to the termination date. The termination shall be effective as of the date specified in the notice. The Contractor shall continue to perform any part of the work that may have not been terminated by the notice.

3.7. Rights and Remedies:

If this contract is terminated, the State, in addition to any other rights provided for in this contract, may require the Contractor to transfer title and deliver to the State in the manner and to the extent directed, any completed materials. The State shall be obligated only for those services and materials rendered and accepted prior to the date of termination.

In the event of termination, the Contractor shall receive payment prorated for that portion of the contract period services were provided to or goods were accepted by State subject to any offset by State for actual damages including loss of federal matching funds.

The rights and remedies of the State provided for in this contract shall not be exclusive and are in addition to any other rights and remedies provided by law.

3.8. Force Majeure:

The Contractor shall not be held liable if the failure to perform under this contract arises out of causes beyond the control of the Contractor. Causes may include, but are not limited to, acts of nature, fires, tornadoes, quarantine, strikes other than by Contractor's employees, and freight embargoes.

3.9. Waiver:

Waiver of any breach of any provision in this contract shall not be a waiver of any prior or subsequent breach. Any waiver shall be in writing and any forbearance or indulgence in any other form or manner by State shall not constitute a waiver.

3.10. Independent Contractor:

Both parties, in the performance of this contract, shall be acting in their individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be construed to be the employees or agents of the other party for any purpose whatsoever.

The Contractor accepts full responsibility for payment of unemployment insurance, workers compensation, social security, income tax deductions and any other taxes or payroll deductions required by law for its employees engaged in work authorized by this contract.

3.11. Staff Qualifications:

The Contractor shall warrant that all persons assigned by it to the performance of this contract shall be employees of the Contractor (or specified Subcontractor) and shall be fully qualified to perform the work required. The Contractor shall include a similar provision in any contract with any Subcontractor selected to perform work under this contract.

Failure of the Contractor to provide qualified staffing at the level required by the contract specifications may result in termination of this contract or damages.

3.12. Subcontractors:

The Contractor shall be the sole source of contact for the contract. The State will not subcontract any work under the contract to any other firm and will not deal with any subcontractors. The Contractor is totally responsible for all actions and work performed by its subcontractors. All terms, conditions and requirements of the contract shall apply without qualification to any services performed or goods provided by any subcontractor.

The State of Kansas requires tax clearance certificates for all subcontractors be submitted with the technical proposal, and that the bidder additionally provide subcontractor(s) legal company name, contact information and tax ID number (FEIN/TIN) as well.

3.13. Proof of Insurance:

Upon request, the Contractor shall present an affidavit of Worker's Compensation, Public Liability, and Property Damage Insurance to Procurement and Contracts.

3.14. Conflict of Interest:

The Contractor shall not knowingly employ, during the period of this contract or any extensions to it, any professional personnel who are also in the employ of the State and providing services involving this contract or services similar in nature to the scope of this contract to the State. Furthermore, the Contractor shall not knowingly employ, during the period of this contract or any extensions to it, any state employee who has participated in the making of this contract until at least two years after his/her termination of employment with the State.

3.15. Confidentiality:

The Contractor may have access to private or confidential data maintained by State to the extent necessary to carry out its responsibilities under this contract. Contractor must comply with all the requirements of the Kansas Open Records Act (K.S.A. 42-215 *et seq.*) in providing services under this contract. Contractor shall accept full responsibility for providing adequate supervision and training to its agents and employees to ensure compliance with the Act. No private or confidential data collected, maintained or used in the course of performance of this contract shall be disseminated by either party except as authorized by statute, either during the period of the contract or thereafter. Contractor must agree to return any or all data furnished by the State promptly at the request of State in whatever form it is maintained by Contractor. On the termination or expiration of this contract, Contractor will not use

any of such data or any material derived from the data for any purpose and, where so instructed by State, will destroy or render it unreadable.

3.16. Nondiscrimination and Workplace Safety:

The Contractor agrees to abide by all federal, state and local laws, and rules and regulations prohibiting discrimination in employment and controlling workplace safety. Any violations of applicable laws or rules or regulations may result in termination of this contract.

3.17. Environmental Protection:

The Contractor shall abide by all federal, state and local laws, and rules and regulations regarding the protection of the environment. The Contractor shall report any violations to the applicable governmental agency. A violation of applicable laws or rule or regulations may result in termination of this contract for cause.

3.18. Hold Harmless:

The Contractor shall indemnify the State against any and all loss or damage to the extent arising out of the Contractor's negligence in the performance of services under this contract and for infringement of any copyright or patent occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations or performance of work under this contract.

The State shall not be precluded from receiving the benefits of any insurance the Contractor may carry which provides for indemnification for any loss or damage to property in the Contractor's custody and control, where such loss or destruction is to state property. The Contractor shall do nothing to prejudice the State's right to recover against third parties for any loss, destruction or damage to State property.

3.19. Care of State Property:

The Contractor shall be responsible for the proper care and custody of any state owned personal tangible property and real property furnished for Contractor's use in connection with the performance of this contract. The Contractor shall reimburse State for such property's loss or damage caused by Contractor, normal wear and tear excepted.

3.20. Prohibition of Gratuities:

Neither the Contractor nor any person, firm or corporation employed by the Contractor in the performance of this contract shall offer or give any gift, money or anything of value or any promise for future reward or compensation to any State employee at any time.

3.21. Retention of Records:

Unless the State specifies in writing a different period of time, the Contractor agrees to preserve and make available at reasonable times all of its books, documents, papers, records and other evidence involving transactions related to this contract for a period of five (5) years from the date of the expiration or termination of this contract.

Matters involving litigation shall be kept for one (1) year following the termination of litigation, including all appeals, if the litigation exceeds five (5) years.

The Contractor agrees that authorized federal and state representatives, including but not limited to, personnel of the using agency; independent auditors acting on behalf of state and/or federal agencies shall have access to and the right to examine records during the contract period and during the five (5) year post contract period. Delivery of and access to the records shall be within five (5) business days at no cost to the state.

3.22. Antitrust:

If the Contractor elects not to proceed with performance under any such contract with the State, the Contractor assigns to the State all rights to and interests in any cause of action it has or may acquire under the anti-trust laws of the United States and the State of Kansas relating to the particular products or services purchased or acquired by the State pursuant to this contract.

3.23. Modification:

This contract shall be modified only by the written agreement and approval of the parties. No alteration or variation of the terms and conditions of the contract shall be valid unless made in writing and signed by the parties. Every amendment shall specify the date on which its provisions shall be effective.

3.24. Assignment:

The Contractor shall not assign, convey, encumber, or otherwise transfer its rights or duties under this contract without the prior written consent of the State. State may reasonably withhold consent for any reason.

This contract may terminate for cause in the event of its assignment, conveyance, encumbrance or other transfer by the Contractor without the prior written consent of the State.

3.25. Third Party Beneficiaries:

This contract shall not be construed as providing an enforceable right to any third party.

3.26. Captions:

The captions or headings in this contract are for reference only and do not define, describe, extend, or limit the scope or intent of this contract.

3.27. Severability:

If any provision of this contract is determined by a court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of this contract shall not be affected and each provision of this contract shall be enforced to the fullest extent permitted by law.

3.28. Governing Law:

This contract shall be governed by the laws of the State of Kansas and shall be deemed executed in Topeka, Shawnee County, Kansas.

3.29. Jurisdiction:

The parties shall bring any and all legal proceedings arising hereunder in the State of Kansas District Court of Shawnee County, unless otherwise specified and agreed upon by the State of Kansas. Contractor waives personal service of process, all defenses of lack of personal jurisdiction and forum non conveniens. The Eleventh Amendment of the United States Constitution is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this Agreement shall be deemed a waiver of the Eleventh Amendment.

3.30. Mandatory Provisions:

The provisions found in Contractual Provisions Attachment (DA 146a) are incorporated by reference and made a part of this contract.

3.31. Integration:

This contract, in its final composite form, shall represent the entire agreement between the parties and shall supersede all prior negotiations, representations or agreements, either written or oral, between the parties relating to the subject matter hereof. This Agreement between the parties shall be independent of and have no effect on any other contracts of either party.

3.32. Debarment of State Contractors:

Any Contractor who defaults on delivery or does not perform in a satisfactory manner as defined in this Agreement may be barred for up to a period of three (3) years, pursuant to K.S.A. 75-37,103, or have its work evaluated for pre-qualification purposes. Contractor shall disclose any conviction or judgment for a criminal or civil offense of any employee, individual or entity which controls a company or organization or will perform work under this Agreement that indicates a lack of business integrity or business honesty. This includes (1) conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such contract or subcontract; (2) conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property; (3) conviction under state or federal antitrust statutes; and (4) any other offense to be so serious and compelling as to affect responsibility as a state contractor. For the purpose of this section, an individual or entity shall be presumed to have control of a company or organization if the individual or entity directly or indirectly, or acting in concert with one or more individuals or entities, owns or controls 25 percent or more of its equity, or otherwise controls its management or policies. Failure to disclose an offense may result in disqualification of the bid or termination of the contract.

3.33. Immigration and Reform Control Act of 1986 (IRCA):

All contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the contractor as well as any subcontractor or sub-contractors. The usual method of verification is through the Employment Verification (I-9) Form.

With the submission of this bid, the contractor hereby certifies without exception that such contractor has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and, at the State's option, may subject the contract to termination for cause and any applicable damages.

Unless provided otherwise herein, all contractors are expected to be able to produce for the State any documentation or other such evidence to verify Contractor's IRCA compliance with any provision, duty, certification or like item under the contract.

Contractor will provide a copy of a signed Certification Regarding Immigration Reform and Control Form <http://da.ks.gov/purch/CertificationImmigrationForm.doc> with the technical proposal.

3.34. Worker Misclassification:

The contractor and all lower tiered subcontractors under the contractor shall properly classify workers as employees rather than independent contractors and treat them accordingly for purposes of workers'

compensation insurance coverage, unemployment taxes, social security taxes, and income tax withholding. Failure to do so may result in contract termination.

3.35. Injunctions:

Should Kansas be prevented or enjoined from proceeding with the acquisition before or after contract execution by reason of any litigation or other reason beyond the control of the State, Contractor shall not be entitled to make or assert claim for damage by reason of said delay.

3.36. Statutes:

Each and every provision of law and clause required by law to be inserted in the contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein. If through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then on the application of either party the contract shall be amended to make such insertion or correction.

3.37. Federal, State and Local Taxes:

Unless otherwise specified, the proposal price shall include all applicable federal, state and local taxes. The Contractor shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this Contract. The State of Kansas is exempt from state sales or use taxes and federal excise taxes for direct purchases. These taxes shall not be included in the bidder's price quotation. Upon request, the State shall provide to the Contractor a certificate of tax exemption.

The State makes no representation as to the exemption from liability of any tax imposed by any governmental entity on the Contractor.

3.38. Accounts Receivable Set-Off Program:

If, during the course of this contract the Contractor is found to owe a debt to the State of Kansas, agency payments to the Contractor may be intercepted / setoff by the State of Kansas. Notice of the setoff action will be provided to the Contractor. Pursuant to K.S.A. 75-6201 et seq, Contractor shall have the opportunity to challenge the validity of the debt. If the debt is undisputed, the Contractor shall credit the account of the agency making the payment in an amount equal to the funds intercepted.

K.S.A. 75-6201 et seq. allows the Director of Accounts & Reports to setoff funds the State of Kansas owes Contractors against debts owed by the Contractors to the State of Kansas. Payments setoff in this manner constitute lawful payment for services or goods received. The Contractor benefits fully from the payment because its obligation to the State is reduced by the amount subject to setoff.

3.39. Definitions:

A glossary of common procurement terms is available at <http://da.ks.gov/purch>, under "Purchasing Forms".

3.40. Definite Quantity Contract:

This Request is for a close-ended contract between the Contractor and the State to furnish a predetermined quantity of a good or service in a given period of time.

3.41. HIPAA Confidentiality:

Per the Health Insurance Portability and Accountability Act (1996) (HIPAA), the agency is a covered entity under the act and therefore Contractor is not permitted to use or disclose health information in ways that the agency could not. This protection continues as long as the data is in the hands of the Contractor.

The Contractor shall establish and maintain procedures and controls acceptable to the agency to protect the privacy of members' information. Unless the Contractor has the member's written consent, the Contractor shall not use any personally identifiable information obtained for any reason other than that mandated by this agreement

3.42. Off-Shore Sourcing:

Bidders shall disclose in their bid response the location where the contracted services will be performed and whether or not any of the work necessary to provide the contracted services will be performed at a site outside the United States.

If, during the term of the contract, the Contractor or subcontractor plans to move work previously performed in the United States to a location outside of the United States, the Contractor shall immediately notify Procurement and Contracts and the respective agency in writing, indicating the desired new location, the nature of the work to be moved and the percentage of work that would be relocated. The Director of Purchases, with the advice of the respective agency, must approve any changes prior to work being relocated. Failure to obtain the Director's approval may be grounds to terminate the contract for cause.

3.43. Experience:

The contractor will demonstrate, by providing references or summary of work performed a minimum of ten (10) years experience in conducting VFC quality compliance and coverage assessment reviews in VFC provider office or facilities including hospital and pharmacy reviews. In addition, the successful contractor will not utilize temporary agency staffing to conduct Kansas VFC provider visits. Contractor will have knowledge of and comply with State and Federal Debarment Certification and will annually certify to this.

3.44. Prices:

Prices shall remain firm for the entire contract period and subsequent renewals. Prices shall be net delivered, including all trade, quantity and cash discounts. Any price reductions available during the contract period shall be offered to the State of Kansas. Failure to provide available price reductions may result in termination of the contract for cause.

3.45. Payment:

Payment Terms are Net 30 days. Payment date and receipt of order date shall be based upon K.S.A. 75-6403(b). This Statute requires state agencies to pay the full amount due for goods or services on or

before the 30th calendar day after the date the agency receives such goods or services or the bill for the goods and services, whichever is later, unless other provisions for payment are agreed to in writing by the Contractor and the state agency. NOTE: If the 30th calendar day noted above falls on a Saturday, Sunday, or legal holiday, the following workday will become the required payment date.

Payments shall not be made for costs or items not listed in the Contractor's response.

3.46. Demonstration Requirements:

A demonstration of the selected devices/equipment/solution for the using agencies may be required before final contract approval. The State of Kansas reserves the right to request said devices/equipment/solution fully configured/operational for testing, which shall be furnished at no expense to the State within ten (10) days after receipt of request. Devices/equipment will be returned at the bidder's expense if not consumed during the evaluation process.

3.47. Materials and Workmanship:

The Contractor shall perform all work and furnish all supplies and materials, machinery, equipment, facilities, and means, necessary to complete all the work required by this Contract, within the time specified, in accordance with the provisions as specified.

The contractor shall be responsible for all work put in under these specifications and shall make good, repair and/or replace, at the contractor's own expense, as may be necessary, any defective work, material, etc., if in the opinion of agency and/or Division of Purchases said issue is due to imperfection in material, design, workmanship or contractor fault.

3.48. Industry Standards:

If not otherwise provided, materials or work called for in this contract shall be furnished and performed in accordance with best established practice and standards recognized by the contracted industry and comply with all codes and regulations which shall apply.

3.49. Equipment:

All proposed equipment, equipment options, and hardware expansions must be identified by manufacturer and model number and descriptive literature of such equipment must be submitted with the bid response.

3.50. Implied Requirements:

All products and services not specifically mentioned in this RFP, but which are necessary to provide the functional capabilities described by the specifications, shall be included. Other products required to make the described software functional shall be identified in the bidder's response.

3.51. Acceptance:

No contract provision or use of items by the State shall constitute acceptance or relieve the Contractor of liability in respect to any expressed or implied warranties.

3.52. Ownership:

All data, forms, procedures, software, manuals, system descriptions and work flows developed or accumulated by the Contractor under this contract shall be owned by the using agency. The Contractor may not release any materials without the written approval of the using agency.

3.53. Data:

Any and all data required to be provided at any time during the bid process or contract term shall be made available in a format as requested and/or approved by the State.

3.54. Certification of Materials Submitted:

The response to this RFP, together with the specifications set forth herein and all data submitted by the bidder to support the response including brochures, manuals, and descriptions covering the operating characteristics of the item(s) proposed, shall become a part of any contract between the Contractor and the State of Kansas. Any written representation covering such matters as reliability of the item(s), the experience of other users, or warranties of performance shall be incorporated by reference into the contract.

3.55. Inspection:

The State reserves the right to reject, on arrival at destination, any items which do not conform with specification of the Contract.

3.56. New Materials, Supplies or Equipment:

Unless otherwise specified, all materials, supplies or equipment offered by the Contractor shall be new, unused in any regard and of most current design. All materials, supplies and equipment shall be first class in all respects. Seconds or flawed items will not be acceptable. All materials, supplies or equipment shall be suitable for their intended purpose and, unless otherwise specified, fully assembled and ready for use on delivery.

3.57. Bidder Contracts:

Bidders must include with their RFP response, a copy of any contracts, agreements, licenses, warranties, etc. that the bidder would propose to incorporate into the any contract generated from this Bid Event. (State of Kansas form DA-146a remains a mandatory requirement in all contracts.)

3.58. Transition Assistance:

In the event of contract termination or expiration, Contractor shall provide all reasonable and necessary assistance to State to allow for a functional transition to another vendor.

3.59. Award:

Award will be by line item or group total, whichever is in the best interest of the State of Kansas.

4. SPECIFICATIONS

4.1 Background

The Kansas Immunization Program (KIP), within the Bureau of Disease Control and Prevention (BDGP) is responsible for the prevention and control of vaccine-preventable diseases (VPDs) in Kansas children, adolescents, and adults. VPDs are serious infectious diseases for which specific immunizing agents are available. The chief activities are to:

- Promote immunization of the adults, adolescents, and children, against VPDs
- Provide vaccines supported by the National Immunization Program Grant for the protection of persons not able to pay for vaccines
- Act as a liaison between federal health officials in the U.S. Centers for Disease Control and Prevention's (CDC) National Immunization Program (NIP) and KDHE

The Kansas Immunization Program coordinates the implementation of the following:

- Vaccine coverage assessment activities to determine rates of immunity in the population
- Evaluation of the effectiveness of efforts to increase vaccination coverage
- Procedures to systematically identify and immunize susceptible children and adults
- Consultation on recommended vaccinations for people of all ages
- Maintenance of vaccine storage, distribution, and accountability
- Compliance monitoring of child care and school immunization requirements as defined by state statute and rule
- Evaluation and promotion of appropriate immunization of adult populations
- Screening of populations at increased risk for hepatitis B infection
- Monitoring contracts awarded to agencies outside of the KDHE for immunization services and immunization education
- Compliance monitoring of VFC provider practices as required by the federal VFC program.
- Maintenance of a state wide registry of immunization records (Kansas Immunization Information System, KSWebIZ).

4.2 Term of contract

The term of this contract will be March 1, 2013 through February 28, 2014 with four (4) yearly renewal options. Contract renewal is contingent upon the availability of VFC federal funds and task performance.

4.3 Purpose

The purpose of this RFP is to enter into a contract with an experienced, well qualified organization to perform Vaccines for Children (VFC) Program Provider Quality Compliance Reviews (QCR) in VFC provider offices and to promote the use of available tools, (i.e. the Kansas Immunization Information System (KS WebIZ), Assessment, Feedback, Incentive, and eXchange (AFIX), CDC VFC Site Visit Questionnaire and other CDC and program resources to increase the immunization coverage levels of

children, adolescents and adults, identify and document VFC vaccine mandated management processes are followed; and, educate providers on the quality improvement tools available to them including the use of KSWebIZ

4.3.1 Description of the goals of the service

The goal of this RFP is to: 1) Improve immunization practices in provider offices for children, adolescents and adults; 2) Improve immunization coverage rates to reach Healthy People 2020 goals; and 3) Promote KSWebIZ as a quality improvement tool

4.3.2 Description of the target population to be served

Children, adolescents and adults are the target population.

Currently 380 VFC-participating providers are located throughout the State of Kansas. Approximately 300 of the 400 qualify for a combined QCR and AFIX visit. At least 50% of all active, enrolled VFC providers are expected to receive a VFC compliance and AFIX provider site visit. Of the 300 who qualify for a combined visit, approximately 90 are expected to need a follow-up visit. Follow up visits will be conducted by the KIP staff. There are currently 70 birthing hospitals contracted as VFC universal hepatitis B birthing hospitals in Kansas and four (4) retail pharmacies.

4.4 Contractor Requirements

The Vendor agrees to comply with the following Federal requirements:

- State and Federal Debarment Suspension Certification, Appendix A of 49 CFR 29.510.

The Bidder is advised that Appendix A of 49 CFR 29.510 requires that the bidder, including all principals representing the organization, certify that they are not currently under debarment or suspension or have not been under debarment or suspension within the past three years. (Refer to certification instructions in this document's **APPENDIX A**)

4.5 Proposal Evaluation Criteria

The following factors shall be used as the primary considerations for evaluating the proposals submitted and selecting the successful contractor:

- Response format;
- Adequacy and completeness of proposals;
- Adequacy of workplan and schedules
 - Timeline
 - Builds on existing KIP program processes
- Contractor's qualifications;
- Contractor's understanding of the services to be delivered;
- Contractor's ability to provide the services
- Compliance with the terms and conditions of the request;
- Experience in conducting VFC and AFIX site reviews;
- Qualified staff;

- Methodology to accomplish tasks
 - Proposed activities follow a logical sequence; and
- Cost (based on complexity and time of visits).

4.6 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

4.6.1 SERVICE ACTIVITIES (Minimum and /or mandatory tasks and responsibilities)

The scope of work described herein is provided to outline the services desired and should not be considered to be either comprehensive or restrictive to innovation or creativity on the part of the contractor in the preparation of the work plan. KIP must approve all plans and deliverables in writing prior to implementation and finalization by the applicant. The reporting structure for VFC compliance and AFIX visits in CoCASA and program developed site questionnaires.

4.6.2 USE OF WebIZ

Research has shown that provider-based client reminder/recall systems improve vaccination coverage rates. More Kansas providers need to use a system for reminder/recall as one quality improvement tool. In an effort to raise the immunization rates of Kansas children and adolescents; KIP is seeking to promote the value and functionality of KSWebIZ to providers.

The contractor shall educate providers about the quality improvement tools they may utilize to improve their rates and overall vaccine management processes. For providers who are direct entry into KS WebIZ, contractor agrees to promote the use of KSWebIZ for these activities.

4.6.3 GEOGRAPHIC COVERAGE OF SERVICE

The applicant is expected to submit a plan to provide Vaccine for Children (VFC) statewide provider compliance and coverage assessments visits in at least 50% of all active enrolled VFC providers in the State of Kansas. The total anticipated number of provider sites to serve will vary from year to year based the total active enrollment. In 2012, there are 380 active provider sites across the state. Kansas projects a 5% increase in enrollment annually for the next 5 years.

4.6.4 BUDGET DEVELOPMENT GUIDELINES

4.6.4.1 Administrative

The applicant shall develop a 12-month line item budget based on clearly identified cost and workload estimates for: provider type (i.e., local health department, clinic, hospital, pharmacy, other); visit type (i.e., VFC/AFIX combined, VFC only; Unannounced); number of visits; complexity of work (i.e., direct entry KSWebIZ, paper or provider data entered) for 2013 and each year thereafter. The proposal must include a preliminary work

plan with a timeline for all deliverables. Modifications to the budget after the award must be approved by the Kansas Immunization Program (KIP).

4.6.4.2 Management Requirements (Minimum and/or mandatory requirements)

4.6.4.2.1 Personnel

4.6.4.2.1.1 Contractor shall identify a Project Coordinator who shall be charged with overall responsibility for carrying out the project. The Project Coordinator shall be the contact person authorized to interact with KIP to ensure that the project schedules and deliverables are being met. The Project Coordinator shall have a minimum of three (3) years of healthcare experience (experience in public health and pediatric immunizations is preferred). Experience conducting CDC VFC Quality and AFIX Reviews are required.

4.6.4.2.1.2 The contractor shall define specific responsibilities of staff and how personnel who perform provider visits are selected, trained, monitored and evaluated. Specific quality assessment measures for each staff must be included in the response. KIP will jointly train contractor staff each year on program requirements.

4.6.4.2.1.3 The personnel assigned to the project by the Contractor who conduct provider site reviews shall be a Kansas licensed RN or LPN in good standing with no sanctions against their license by the Kansas State Board of Nursing and shall possess the education and experience appropriate to the requirements of the positions to which they are assigned. Persons conducting VFC provider site visits and immunization record assessments shall have knowledge of basic public health concepts, immunization age and minimum interval requirements, medical record auditing and expertise in collecting and analyzing data in various formats including, but not limited to, paper and/or electronically. Contractor will not hire former KIP staff without written permission from KIP. KIP retains right of refusal for any contractor staff.

- a. KIP will monitor contractor during on-site reviews as one means to document quality of review processes.

4.6.5 Specific Tasks and Responsibilities

4.6.5.1 QCR Site Visit

4.6.5.1.1 A written work plan including training, scheduling, and procedures for ensuring VFC provider quality compliance reviews (QCR) are conducted in accordance with the VFC Operations Guide and KIP provider enrollment stipulations.

4.6.5.1.2 All visits must be scheduled at least six (6) weeks prior to the proposed date for the visit.

4.6.5.2**AFIX**

4.6.5.2.1. A written immunization record assessment work plan for children and adolescents, including training, scheduling, and assessment methodology in accordance with CDC/AFIX standards. Guidelines can be found at <http://www.cdc.gov/vaccines/programs/afix/standards.html>

4.6.5.2.2 Providers who are direct entry users of KSWebIZ shall have AFIX analysis using KSWebIZ export of all cases meeting the age cohort. A sample of 50 random records per age cohort shall be assessed for AFIX coverage rates. Plus a sample of 30 actual records shall be reviewed at the site visit for eligibility and documentation of vaccination data.

4.6.5.2.3 Local health department providers using KIPHS or Insight software shall be reviewed using their KIPH/Insight export of the designated age cohort into AFIX. 30 actual records shall be reviewed at the site visit for quality control as noted in 2.b.

4.6.5.2.4 Providers who use EMRs or paper record keeping systems shall be asked to provide 50 immunization records, per age cohort, for data entry into KSWebIZ by contactor and export into CoCASA. 30 records shall be reviewed for eligibility as noted in 2.b.

4.6.5.2.5 A written feedback session work plan for providers including the feedback materials, scripts, and/or modules contractor will use.

4.6.5.2.6 Review of provider VFC coordinator and back-up coordinator's certificate of completion of CDC's "You Call the Shots" online training will be reviewed by contractor at visit.

4.6.5.3**Performance Communication**

4.6.5.3.1 Contractor shall communicate with KIP all provider performance findings. Any suspicion of VFC program fraud or abuse shall be made immediately to KIP's Assistant Program Director.

4.6.5.4**Tasks****Task 1: Vaccines for Children Program Provider QCR Site Visits**

KIP conducts VFC program provider site visits in both the public and private health care sectors. The purpose of the VFC provider site visit is to evaluate provider immunization and VFC vaccine management practices. This evaluation is achieved through several mechanisms and should include a review of the provider's administrative practices, how they handle and store vaccines, and an overall evaluation of the staff's level of knowledge relevant to the entire immunization process. Feedback sessions will be provided at the time of the site visit to report site visit findings and to educate providers and their staff about appropriate steps to take to correct problems. Contractor must use KIP's most current version

of the CDC VFC Operations Guide, VFC Site Visit Questionnaire, and Provider Enrollment Form as reference materials.

Definition: A **VFC Program Provider QCR Site Visit** is defined as a formal visit to a VFC-enrolled provider site to evaluate the provider's compliance with the VFC program's requirements, including the following:

- 1) Appropriate vaccine handling, storage, and ordering procedures including provider policies on same.
- 2) Proper documentation of vaccinee's VFC eligibility status.
- 3) Compliance with documentation, record retention requirements, and timely submission of KIP reporting (monthly immunization reports, temperature and wastage logs); and on-file borrowed vaccine logs.
- 4) Compliance with other program requirements (i.e. KSWebIZ data entry and use of KSWebIZ for internal quality assessment.).

Definition: A **Follow-up VFC Program Provider Site Visit** is defined as a visit to a provider to review progress toward correcting a problem identified during a QCR site visit. Follow-up VFC provider site visits would be required for providers with poor performance on their initial visit and could include reassessment of inappropriate vaccine management practices, inappropriate use of federally funded vaccines or other concerns regarding compliance. KIP shall conduct follow-up visits for providers identified by the contractor as non-compliant.

Reports Required:

- a. QCR site visit reports shall utilize the CDC VFC Site Visit Questionnaire entered into CoCASA within 14 calendar days of the actual visit and exported to KIP's designee in a manner that protects the confidential nature of the information. Reporting tools developed by the contractor shall be approved in advance by KIP. Provider identified deficiencies shall be reported to KIP via the questionnaire unless there is a concern of program abuse or fraud. These situations are reported immediately to KIP's Assistant Program Director.
- b. Data from each site visit shall be sent electronically to the KIP using the most current version of CoCASA, or other software approved by the KIP within 14 calendar days of the visit.
- c. Monthly detailed reports of VFC site visit assessments shall be reported to KIP by the 10th of the following month.
- d. Work plan of scheduled VFC site visits shall be reported by the 1st and 15th of each month.
- e. Monthly meetings shall be held between contractor and KIP's VFC Manager and/or Assistant Program Director to discuss project implementation and ongoing status.
- f. Quarterly reports of provider satisfaction surveys with contractor services shall be reported to the Assistant Program Director. A final annual report of overall provider survey data will be provided by the 31st of January for the preceding year.

- g. Contractor will report any suspected provider fraud and/or abuse of the VFC vaccine program to KIP's Assistant Program Director immediately.
- h. Monthly report of any provider complaint to contractor will be reported to the Assistant Program Director immediately.
- i. Submit monthly invoices for services performed the preceding month within 30 days of month end.
- j. Submit a written final report and invoice to the KIP within thirty (30) days of the end of each twelve (12) month period of the contract term.
- k. Reports shall be submitted electronically in a computer software program prescribed by the KIP to: Kansas Immunization Program (VFC) Attention: Assistant Program Manager, 1000 SW Jackson, Suite 075, Topeka, Kansas 66612.
- l. The required content and formats of all reports shall be subject to ongoing review and modification by the KIP.

Task 2: AFIX-Assessment, Feedback, Incentives, and exchange

One of the most effective strategies for improving immunization coverage levels and standards of practice at the provider level is the incorporation of the CDC/National Immunization Practices (NIP) developed continuous quality improvement process known as AFIX. AFIX is an acronym for the **A**ssessment of provider immunization levels, **F**eedback of diagnostic information to key staff, **I**ncentives to recognize outstanding performance, and **eX**change of information among peer groups.

Definition: An **AFIX Site Visit** is defined as a formal visit to a private or public provider site to assess the following:

Measure immunization coverage levels of persons served at the provider clinic by abstracting and analyzing patient record information. Immunization record data is entered into the Clinic Assessment Software Application (CoCASA), a menu-driven relational database developed by the CDC/NIP that is used as an assessment tool for immunization clinics and providers. This application is used for data entry and analysis. A sample of at least ten (10) 19-35 month-old and/or 13-18 year-old patient immunization records is required. If the provider has more than 10 patients in the appropriate age range, up to 50 records for patients' ages 19-35 months and 13-18 years should be abstracted and analyzed. Use of CDC AFIX Standards as a reference is required.

Feedback of performance data to providers and office staff shall be provided to increase their awareness of their immunization practices. Guidance is given to help staff diagnose service delivery problems and adopt interventions for improvement. This may include providing information and educational materials about current Advisory Committee for Immunization Practices (ACIP) recommendations, valid contraindications, record keeping, and patient flow sheets. Contractor shall obtain prior KIP approval of any educational and/or informational material used that has not been supplied by KIP.

Definition: A combined **VFC/AFIX Provider Site Visit** is defined as a visit to a VFC-enrolled provider site which integrates the quality compliance review to ensure compliance with VFC program requirements (QCR) and immunization record assessment and feedback activities (AFIX).

A combined VFC Program Provider Compliance and an AFIX Site Visit is expected to be performed in all VFC provider offices with 10 or more patients aged 19-35 months and/or 13-18 years except hospitals and pharmacies.

The contractor will be expected to perform the VFC and AFIX visits as combined VFC/AFIX provider site visits. The contractor shall provide feedback sessions for providers at the time of the site visit. VFC-only site visits may only be performed if the provider has fewer than 10 children ages 19-35 months old and/or 13-18 years old. The contractor shall strive to complete the visit in two hours to avoid interrupting clinic processes.

Reports Required

- a. Contractor shall run the provider CoCasa reports prior to the feedback session and shall include the: diagnostic childhood, invalid dose, missing immunizations and missed opportunity, adolescent coverage and HPV reports. Contractor shall educate provider on these reports and findings to facilitate improved immunization practices.
- b. QCR/AFIX data shall be entered into the most current version of CoCASA and sent to KIP in a manner agreeable to KIP within 14 calendar days of the visit.
- c. Contractor shall have a report format acceptable to KIP to demonstrate the AFIX rates of each provider seen since the VFC site questionnaire does not include AFIX coverage rates.
- d. Contractor shall complete KIP's eligibility screening tool on 30 records, unless there are fewer than 30 patients in the practice and submit these forms with the questionnaire and AFIX reporting tool.
- e. Contractor shall screen the VFC vaccine borrowing reports and will copy them and provide them along with the other visit data as outlined in a-d above.
- f. Annual reports and the final invoice shall be submitted within thirty (30) days of the end of 12 month contract term.
- g. Reports generated by the Contractor shall be submitted to KIP and shall not be distributed by contractor.
- h. Reports shall be submitted electronically to: Kansas Immunization Program (VFC) Attention: Assistant Program Director, 1000 SW Jackson Street, Suite 075, Topeka, Kansas 66612.
- i. The required content and formats of all reports shall be subject to ongoing review and modification by the KIP.
- j. Contractor and KIP will jointly develop annual work plan, assignments and training schedules during first 45 days of calendar year.

Task 3: Other Potential Quality Compliance Reviews for RFP Consideration

Unannounced Storage and Handling Visits

Unannounced storage and handling visits are required by the CDC beginning in 2013. These visits are conducted unannounced in those provider offices who do not receive an annual VFC compliance visit. These visits are only to assess the provider's vaccine storage and handling practices. The CDC will develop the questionnaire that will be used and contractor shall use this as the tool to

accomplish these visits. Reporting will be via CoCASA in a manner yet to be determined by the CDC. KIP anticipates there could be 50 of these unannounced visits in 2013 with increasing numbers annually until the remaining one half (approximately 180) of the providers who do not receive the QCR visit are seen.

Reports Required:

- a. QCR/AFIX site visit reports summarizing provider compliance with VFC program requirements shall be created for each provider visit. Provider deficiencies and suggested corrective actions shall be reported.
- b. Data from each site visit shall be sent electronically to the KIP in the most current version of CoCASA, or other secure software approved by the KIP and shall include the questionnaire, eligibility forms, borrowed vaccine logs, AFIX coverage data reports
- c. Monthly invoices for services and scheduled visits.

D. Output and performance/outcome measurements

Compliance with output measures, performance, and provider satisfaction shall be measured using the following variables:

- Number and percentage of: VFC combined QCR and AFIX visits performed for direct entry KSWebIZ users, KIPHS/Insight health departments and EMR/HL7 or paper record providers; VFC-only visits; hospital and pharmacy VFC-only visits (due to too few children or provider fails to submit records for data entry); unannounced storage and handling visits
- Provider complaints related to contractor and/or contractor staff
- Feedback session education
- Timeliness and accuracy of reporting
- Number and percentage of paper AFIX assessments performed.
- Provider performance recommendations over the course of time.

5. COST SHEET

Bidder Name: _____

BUDGET TEMPLATE

Pricing structure or pricing methodology to be used

KIP is permitting the use of a cost reimbursement pricing structure. The applicant shall comply with the following requirements:

- The cost reimbursement pricing structure reflects a purchase arrangement in which the state pays the provider for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation.

	Year One: 4/1/2013 to 3/31/2014	Year Two (Optional): 4/1/2014 to 3/31/2015	Year Three(Optional): 4/1/2015 to 3/31/2016	Year Four(Optional): 4/1/2016 to 3/31/2017	Year Five(Optional): 4/1/2017 to 3/31/2018
Administrative Costs (list positions by title)					
Other Direct Costs					
Training Costs					
Site Visits Costs (per site visit)					
Total:					

State of Kansas
Department of Administration
DA-146a (Rev. 06-12)

CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

"The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 06-12), which is attached hereto, are hereby incorporated in this contract and made a part thereof."

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the _____ day of _____, 20_____.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges-hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

Contractor agrees to comply with all applicable state and federal anti-discrimination laws.

The provisions of this paragraph number 5 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting State agency cumulatively total \$5,000 or less during the fiscal year of such agency.

6. **Acceptance Of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority To Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility For Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101 et seq.
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."

13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.